



**WBL REQUIRED DOCUMENTATION**

## Job Verification – Employer Completes this SECTION

This section should be completed by the immediate supervisor/mentor for the WBL Student.

<b>Employer Name</b>	<b>Address</b>		<b>Business Phone</b>
<b>Supervisor Name</b>	<b>Hire Date</b>	<b>Pay Rate</b>	<b>Est. Hours Work per Month</b>

**Please accept this form as confirmation that the student listed above is an employee at the stated business.**

<b>Supervisor: Print Name</b>	<b>Supervisor: Sign Name</b>

## Training Plan –Employer Completes this SECTION

This section should be completed by the immediate supervisor/mentor for the WBL Student.

Identify tasks the student/employee has been assigned during his/her work schedule


## Safety Commitment

This left section should be completed by the immediate supervisor/mentor for the WBL Student.

The right section should be completed by the student/employee.

<p>The employer certifies proper safety procedures related to the job tasks above have been discussed and demonstrated to the student. In the case of an emergency, the student has been informed on what to do to resolve the situation.</p>	<p>The student understands that failure to comply with these safety procedures may result in personal injury or injury to others. The student agrees to follow all the safety rules and regulations as discussed and demonstrated by the employer.</p>
<b>Supervisor: Sign Name</b>	<b>Student/Employee: Sign Name</b>



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## Training Agreement – WBL Employer AGREES...

- To visit [www.seccaworks.com](http://www.seccaworks.com) and review the WBL Mentor section as needed
- To consult and inform the WBL Coordinator issues concerning the WBL student/employee
- To provide a safe working environment for the student/employee
- To provide adult supervision at all times while the WBL student/employee is working  
**(WBL Student/Employee Should Never Work ALONE)**
- To provide instructional materials and occupational guidance to the WBL student/employee
- To schedule the student/employee required # of hours per **week**  
7 ½ hours+ (one block) or 15 hours+ (2 blocks) or 22 ½ hours+ (3 blocks)
- To schedule the student/employee **NO MORE** than 39.5 hours per week
- To schedule the student’s/employee’s shift to end no later than 11:30 pm on a school night
- To complete a Training Plan for the student/employee and evaluate on a routine basis
- To adhere to all federal/state regulations (child labor laws, minimum wage regulations, withholdings) Students employed through a work-based learning program are not eligible for unemployment compensation.
- To follow policies that prohibit discrimination based on race, color, national origin, sex, handicap in recruitment, hiring, placement, duties, hours or employment, levels of responsibility and pay

/Supervisor/Mentor Signature

## Training Agreement – WBL Student/Employee AGREES...

- To read and follow the WBL Handbook (located at [www.seccaworks.com](http://www.seccaworks.com) )
- To be a productive, successful employee at the WBL work placement
- To be a positive role model in school (academics, attendance, discipline, etc.)
- To complete the requirements in the WBL Program (monthly assignments, time cards, hours worked, etc.)
- To maintain communication with the WBL Coordinator (workplace situations, salary increases, etc.)
- To leave school campus during my assigned WBL block(s) and remain off campus until the next day of classes
- To maintain reliable transportation to and from school/work
- To make attendance at school and work a high priority

WBL Student/Employee Signature

## Training & Early Release Agreement – Parent/Guardian AGREES...

- To read the WBL Handbook located at [www.seccaworks.com](http://www.seccaworks.com))
- To encourage your child to carry out effectively his/her duties and responsibilities at both school and work
- To offer assistance, as needed, to the WBL Coordinator and workplace mentor, if requested
- To understand your child will be dismissed from school during his/her WBL block(s) each day
- To assume **full responsibility** of your child after he/she has left the school campus during his/her WBL block(s), including days when your child is not required/scheduled to be at their WBL workplace site and will not hold Montgomery County Schools responsible once your child leaves the school campus
- To ensure your child is in compliance with all state laws regarding driver’s licensing and automobile insurance

Parent/Guardian Signature

## Training Agreement – WBL Coordinator AGREES...

- To assist WBL students/employees as needed throughout the program
- To provide WBL program guidelines and training for the employer/supervisor
- To conduct supervisory visits to WBL partner sites
- To assist WBL partners/supervisors in conducting student/employee evaluations
- To maintain academic grades for WBL student/employee
- To maintain records pertinent to the student/employee, the employer, and the school.in the WBL database (CNet)

WBL Coordinator Signature